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28 NOV 1955

55-3056

MEMORANDUM FOR: Director of Logistics

THROUGH : Deputy Director (Support)

SUBJECT : Personnel Mobilization Requirements, Headquarters

1. As a result of agreements with the Department of Defense, the Agency is committed to submit the following at the earliest practicable date:

a. Estimated military manpower mobilization requirements.

b. List of employee reservists who will be available upon mobilization for assignment to CIA to meet military manpower requirements.

c. Lists of employee reservists whose civilian assignments are such that they should be placed in a deferred category.

d. Lists of employee reservists who can be released to the military departments for active duty outside CIA.

2. In an effort to meet the first of the above requirements in part, the Office of Personnel, in coordination with the War Plans Division, PPC Staff, DD/P, has prepared listings of estimated military manpower mobilization requirements for the European, Pacific and Far East theaters based on mobilization plans submitted by the Senior War Planners in those areas. These listings are being forwarded by Chief, PPC to the Senior War Planners in the field for comment and by the Office of Personnel to Headquarters DD/S and DD/I components.

3. The Headquarters personnel planning problem must now be faced in order to permit consolidation of CIA's total manpower requirements upon return of those forwarded to the field. The Office of Personnel has been working with the DD/I components on Headquarters personnel mobilization requirements and has developed a procedure (Tab A) which is presently being used by the DD/I for this purpose. It is offered for your consideration as a means of approach to the problem in Logistics.

4. As a beginning, you may desire to schedule a series of conferences with major organizational elements at which the procedures could be explained and time schedules established. The form in which the material is required, the worksheets to be used and similar details

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will be furnished by the Mobilization Staff of this Office and a member of that Staff will be made available to you as required. Please call 25X1A9a [redacted] 25X1A [redacted] when you are ready to proceed.

SIGNED
Harrison G. Reynolds
Director of Personnel

Enclosure
Tab A - Outline of Steps Recommended in Developing a Personnel Mobilization Plan

Distribution:
Orig. & 1 - Addressee
2 - DD/S
1 - D/Pers
1 - DD/Pers/PD (retained)
1 - OP/MS
1 - OP/MS chrono (retained)

25X1A9a OP/MS/[redacted]:aem (22 Nov 55)

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